

Chapter 11 – Uniform Program Registration (v4)

Table of Contents

Person Administration Requirements	1
<i>Main</i> Navigation Tab.....	2
<i>Demographics</i> Navigation Tab.....	4
<i>Modified Diet and Nutrition Risks</i> Navigation Tab.....	5
<i>Participant Status and Signature</i> Navigation Tab.....	6
Approve the UPR.....	7
<i>Print View</i> Navigation Tab.....	8

Important

The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved in approved status.

The information that is required due to policy may be different from those that are system required.

Person Administration Requirements

Introduction

Some KAMIS assessments require specific fields within Person Administration be completed before the assessment can be saved in Approved status. If these fields are blank, the assessment will return an error message when an attempt is made to save it as Approved, indicating the missing Person Administration fields.

Required Person Admin Fields for UPR Approved Form Status

Person Admin/Home:

Legal Name (First and Last Names)

Gender

Race/Ethnicity

A Residential Address Type with:

Street

City

County - If out of state - use County "ZZ"

State - If out of country - use State "ZZ"

Zip

Page Navigation

The Main navigational tab (page) must be saved before the rest of the form is accessible. Once the Main page is successfully saved, the form will automatically advance to the next navigational tab/page, and all other pages can be accessed.

Main Navigation Tab

Recommendation Add or update all Person Admin information that is required to save the form in Approved status before creating the UPR form.

The Main page

Uniform Program Registration (UPR) - Version 4
Assessment Nbr.

Home Person Search Person Admin Person Forms Case Log Organizations Org. Members

Share-Transfer Workload

Main Demographics Modified Diet and Nutrition Risks Participant Status and Signature Print View

Req Form Information

* CME: 4 - JAYHAWK AREA AGENCY ON AGING

* Form Status: WORK IN PROGRESS

Reviewer Search (Last, First)

* Reviewer: --

* Registration Date:

Create

Required Fields All fields displayed on this Page are required.

CME / Form Status

The CME field is automatically set to the logged in user's AAA organization, and cannot be changed.

The form status is automatically set to Work in Progress and cannot be changed until the UPR's Main page has been saved for the first time. Once the form data entry is complete (the last page is saved), the assessment will automatically return to the Main navigational tab, and the Form Status can be changed as appropriate (usually to Approved.)

Selecting the Reviewer

The **Reviewer** select list does not display any names ...

Req Form Information

* CME: 4 - JAYHAWK AREA AGENCY ON AGING

* Form Status: WORK IN PROGRESS

Reviewer Search (Last, First)

* Reviewer: --

* Registration Date:

Create

Continued on next page

Main Navigation Tab, continued

Selecting the Reviewer (continued)

...until populated using the **Reviewer Search (Last, First)** search field:

Follow the steps in the table below to populate the Reviewer select list, and choose the desired Reviewer.

Step	Action	Result
1.	Type the last name, or at least the first few characters of the last name, in the Reviewer Search (Last, First) field. Optional: Enter the full last name followed by a comma, a space, and the first name (full or partial)	The reviewer name as typed appears in the search field. Note: If entering the full last and first name in the search field, make sure it is spelled exactly as it was when the person record was created in KAMIS.
2.	Press <i>Enter</i> .	The Reviewer select list populates with any KAMIS assessors that match the search field entry.
3.	If the Reviewer select list populates with more than one name, click on the correct name.	The Reviewer name is highlighted (selected.)

Registration Date

Enter the appropriate registration date in MM/DD/YYYY format. The slashes will insert automatically, so just enter the numbers.

Create the Form

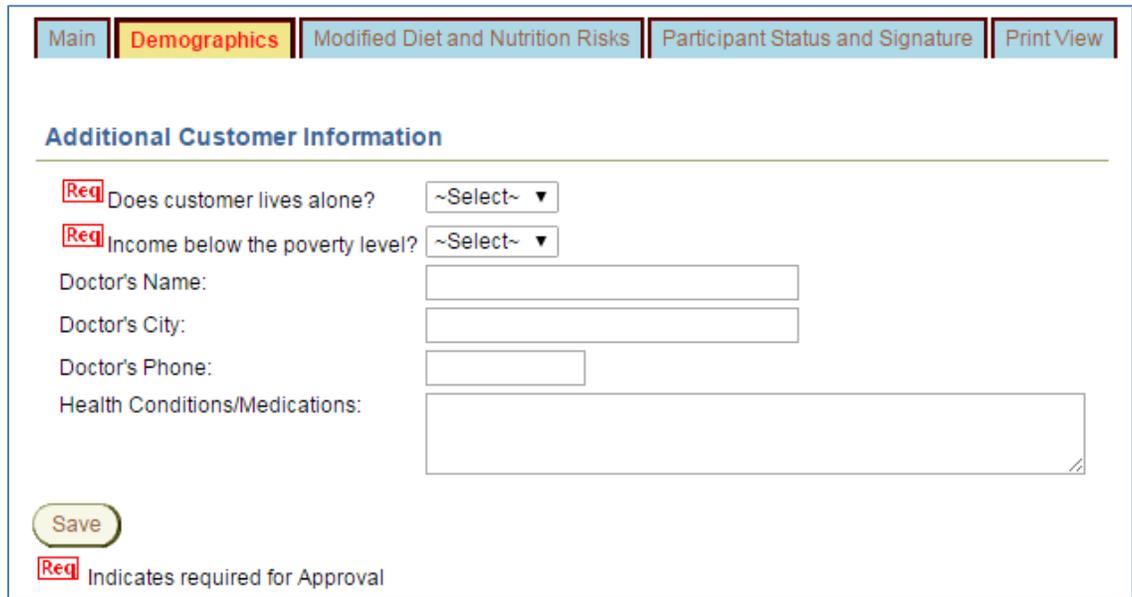
Once all the fields on the Main page are complete, click on the Create button to create/save the form. Once the Main page is saved successfully, the form automatically advances to the next navigational tab – Demographics.

Demographics Navigation Tab

The Demographics page

Although no fields on the Demographics page are required to save the page, the first two questions are required when saving the completed UPR in Approved status.

On any page in the UPR, fields with the **Req** icon are required for Approval.



The screenshot shows a web interface with a navigation bar at the top containing five tabs: 'Main', 'Demographics', 'Modified Diet and Nutrition Risks', 'Participant Status and Signature', and 'Print View'. The 'Demographics' tab is highlighted in yellow. Below the navigation bar is a section titled 'Additional Customer Information'. This section contains two required fields, each marked with a red 'Req' icon: 'Does customer lives alone?' with a dropdown menu showing '~Select~', and 'Income below the poverty level?' with a dropdown menu showing '~Select~'. Below these are three optional text input fields: 'Doctor's Name:', 'Doctor's City:', and 'Doctor's Phone:'. A larger text area for 'Health Conditions/Medications:' is also present. At the bottom left of the form is a 'Save' button. A legend at the bottom indicates that the 'Req' icon indicates required fields for approval.

Complete all required fields and any optional fields as desired. Click on the *Save* button to advance to the next navigational tab/page.

Required Fields

Does customer live alone?
Income below poverty level?

Modified Diet and Nutrition Risks Navigation Tab

The Modified Diet and Nutrition Risks page While no fields on this page are required to save the page, both regions on this page require responses when saving the completed UPR in Approved status.

Main
Demographics
Modified Diet and Nutrition Risks
Participant Status and Signature
Print View

Req **Modified Diets**

Are you following any modified diet(s)?

Check each modified diet followed:

Diabetic

Diverticulitis

Ethnic/Religious

Low sodium (salt)

Mechanical

Pureed

Renal

Vegetarian

Other

Other Explanation:

Req **Nutrition Risks**

Ask the Customer the following questions

Do you eat daily?	Yes/No	Comments	Score
less than 2 meals?	<input type="text" value="~Select~"/>	<input type="text"/>	3
less than 2 servings of fruits and vegetables?	<input type="text" value="~Select~"/>	<input type="text"/>	1
less than 2 servings of dairy products?	<input type="text" value="~Select~"/>	<input type="text"/>	1
less than 6 glasses of liquids?	<input type="text" value="~Select~"/>	# of glasses <input type="text"/>	0
3 or more alcoholic beverages?	<input type="text" value="~Select~"/>	<input type="text"/>	2
3 or more medications?	<input type="text" value="~Select~"/>	<input type="text"/>	1
Dental problems make it difficult to eat?	<input type="text" value="~Select~"/>	Which? <input type="text"/>	2
Eating habits changed due to illness?	<input type="text" value="~Select~"/>	What? <input type="text"/>	2
Physically unable to shop, cook eat?	<input type="text" value="~Select~"/>	Which? <input type="text"/>	2
Eat alone most of the time?	<input type="text" value="~Select~"/>	<input type="text"/>	1
Do not have enough money to buy food?	<input type="text" value="~Select~"/>	<input type="text"/>	4
Gained/lost more than 10 pounds in 6 months?	<input type="text" value="~Select~"/>	Gained/Lost <input type="text"/>	2
Customer does not meet any of the nutrition risk screen indicators.	<input type="text" value="~Select~"/>	<input type="text"/>	

Total Nutrition Risks Score:

Required Fields If the response to '**Are you following any modified diet(s)?**' is Yes, at least one modified diet checkbox must be checked.

If any of the following **Nutrition Risks** option responses are Yes, then the corresponding **Comments** field is required:

- Dental problems make it difficult to eat?
- Eating habits changed due to illness?
- Physically unable to shop, cook, or eat?

Participant Status and Signature Navigation Tab

The *Participant Status and Signature* page Both regions on this page require responses to save the form in Approved status.

Main Demographics Modified Diet and Nutrition Risks **Participant Status and Signature** Print View

Req Participant Status

- 60+ ELIGIBLE PERSON
- 60+ NON-SPOUSE CARETAKER (IIB HOME-DELIVERED MEALS ONLY)
- LESS THAN 60 SPOUSE OF 60+ PERSON
- LESS THAN 60 DISABLED PERSON RESIDING WITH 60+ PERSON
- LESS THAN 60 DISABLED PERSON RESIDING IN HOUSING FACILITY WITH CONGREG
- VOLUNTEER
- NOT APPLICABLE

Req Signature

Has Form Been Signed? ~Select~ ▼

Who signed the form? ~ Select ~ ▼

Save

Required Fields A selection must be made in the **Participant Status** region.
Both questions in the **Signature** region must have a response.

Page Navigation After the 'Participant Status and Signature' page is successfully saved, the form automatically returns to the 'Main' page so the now completed form can be saved in Approved status.

Approve the UPR

Approve the Completed UPR

After all pages have been completed as desired, and all required fields have responses, the UPR's form status can be changed to Approved.

Step	Action	Result
1.	On the <i>Main</i> page of the UPR, select APPROVED in the Form Status drop-down list.	The form status changes to APPROVED.
2.	Click on the Save button.	The form is saved in Approved status, and the form becomes read-only.

The Main page of the UPR after it has been successfully saved in Approved status:

The screenshot displays the 'Main' page of the UPR. At the top, there is a navigation bar with five tabs: 'Main' (highlighted in yellow), 'Demographics', 'Modified Diet and Nutrition Risks', 'Participant Status and Signature', and 'Print View'. Below the navigation bar, the 'Form Information' section is visible, marked with a red 'Req' icon. This section contains the following details:

- * CME: 4 - JAYHAWK AREA AGENCY ON AGING
- * Form Status: APPROVED
- * Reviewer: HULIGAN, PEGGY - 10309 JAYHAWK AREA AGENCY ON AGING
- Reviewer Phone: 785-777-8888
- * Registration Date: 12/07/2015

Below the form information, a log entry reads: 'Added By JOBAUER on 12/10/2015 09:24:10 Changed By TESTUSER4 on 12/10/2015 11:35:45'. At the bottom of the section, a red 'Req' icon is followed by the text 'Indicates required for Approval'.

Print View Navigation Tab

Purpose The Print View navigational tab provides a printable view of the UPR. The Print View loads in a separate window.

A print icon is located at the top of the page. Click on the icon to launch the browser print menu in the Print View window.

Print View page

Launch the browser Print Menu to print the form.

The grayed background area indicates the information is from Person Administration

KAMIS ID: 657684		Age: 43		
Name: RICK GRIMES		Gender: MALE		
Name Preferred:		Marital Status: WIDOWED		
		Veteran: N		
		Spouse of Veteran: N		
		Recv. Veteran Benefits: N		
Customer Ethnicity Type: NOT HISPANIC OR LATINO				
Customer Ethnicity: WHITE NON-HISPANIC				
Customer Speaks: ENGLISH				
Customer Reads: ENGLISH				
Customer Understands: ENGLISH				
Current Addresses:	Address Type: RESIDENTIAL	Effective Date: 10/04/2015	Termination Date:	
	Location: URBAN	County: SN - SHAWNEE		
	33315 1952ND NNW TERR TOPEKA, KS 66666-			
	Primary Phone: --	Alternate Phone: --	Cell Phone: --	
	E-Mail:	Website:		
	Directions:			
Roles:	CUSTOMER	ACTIVE	Effective Date: 07/01/2015	Termination Date:
	CARE RECIPIENT	ACTIVE	Effective Date: 10/20/2015	Termination Date:
Associates:	(DPOA) DURABLE POWER OF ATTORNEY	BROTHER	Effective Date: 12/01/2015	Termination Date:
		PENGWINN, OPIS	--	KS -
		Primary Phone	Alternate Phone	Cell Phone
		--	--	785-666-6666
Associates:	CAREGIVER		Effective Date: 10/04/2015	Termination Date:
		GRIMES, CARL R.	33315 1972ND NW TERR	
			TOPEKA, KS 66666-	
		Primary Phone	Alternate Phone	Cell Phone
		--	--	--
Associates:	EMERGENCY CONTACT	SON	Effective Date: 10/04/2015	Termination Date:
			33315 1972ND NW TERR	

The content of the UPR, with the saved information, makes up the rest of the Print View form.

To close the Print View, click on the X in the upper-right corner of the window:



Note – at the time this chapter was published, the Print View of the current UPR (version 4) was unavailable.